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GENERAL INFORMATION  
THIRD OFFICE OF LOGISTICS SEMINAR

21-22 APRIL 1959

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1. Location: [redacted]  
Virginia. All sessions will be held in the Admin Building, 2nd floor,  
[redacted].

2. Time: All participants should report directly to the Administration Building prior to the first discussion session which is scheduled for 0930 hours, EST, Tuesday, 21 April 1959. It is planned to end the Seminar at 1530 hours, EST, Wednesday, 22 April 1959. A complete schedule, topics, and a copy of this Instruction will be distributed at the gate upon arrival.

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3. Security: Although the guards [redacted] are cleared and witting, other employees, including those in the [redacted] are not. All participants are cautioned against discussing any classified topic except during scheduled Seminar session periods. The envelope you are to receive upon arrival containing the above described documents make it unnecessary for participants to carry classified materiel to the Seminar. Arrangements have been made to secure the documents and other classified materiel overnight on the 21st. Upon completion of the Seminar, on Wednesday, the materiel will be turned in at the Center and returned to participants at Headquarters.

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4. General:

a. Orders: It is suggested that all participants have TDY orders cut in order to qualify for quarters and meals at no personal expense to the individual and to assure on duty status while in transit. If not on orders, there will be a nominal charge for meals and quarters. No per diem will be allowed.

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b. Transportation: All participants are responsible for arranging their transportation. Private vehicles will be used and maximum utilization of vehicles is required due to the limited parking facilities available for convenient useage. It is requested that all individuals who are planning to drive or desire transportation, contact [redacted] extension [redacted] in order that pooling arrangements can be made.

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c. Quarters: All participating personnel will be [redacted] in [redacted]. Towels, soap and toilet articles are not provided by [redacted] and must be carried by the individual.

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d. Meals: All meals will be served in the cafeteria in [ ] where a separate private dining room is available for participants in the Seminar. Employees, not on TDY orders, will be required to pay a nominal cost for meals and quarters. Meals are served at the following times:

Breakfast - 0700-0815 - 50¢

Lunch - 1230-1330 - 75¢

Dinner - 1730-1830 - 75¢

For those individuals not desiring to partake of a full meal or who desire evening snacks, there is a snack bar where a variety of sandwiches, etc. are available on call. Coffee will also be available during breaks in the Seminar, at nominal cost.

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e. Entertainment: A motion picture will be shown on 21 April at 1930 hours for those not otherwise occupied. Television is available, and the [ ] will be open for those desiring liquid refreshments (suggest you bring your own).

f. Clothing: Informality will be the order of the day and participants are urged to wear sports attire, commensurate with the spring season. Changes of clothing must be brought as required.

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g. Emergency Communications: In event of personal or business emergency, you may be contacted on Extension [ ]

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